**WHAT I WISH I KNEW IN GRADE 9 - LETTER ASSIGNMENT**

Think back to the weeks leading up to your arrival at Western Tech, and your first few weeks at this school. What were some of the things you were excited about? What made you nervous? What are some of the things that you wish you had known about high school before beginning it?

Now that you are at the end of your first year of high school, you are going to write a one-page letter to students who are currently finishing grade eight and will be starting high school at Western Tech in September. These letters will be evaluated and put toward your term mark this year, and they will be given to our new class of grade 9 students in their English class next fall.

Your letter should be about one page in length. It should be formatted as a proper letter, and therefore should include the date, a salutation (ex. “Dear Student,”) and be signed off correctly (ex. “Yours,” or “From,”) followed by your signature and name written clearly below your signature.

The letter itself should include at least 3 paragraphs. You may want to inform your reader about important events at Western to attend, study/organizational tips that you’ve acquired over the course of the year that may help them to succeed in their classes, or what clubs/groups/teams to get involved with at school. ***Remember that your letter is being marked and therefore will be read by your teacher – keep it entirely school appropriate.***

You will have some time in class to work on your letter, but you may also want to take some of it home to work on. Your letter is due on **THURSDAY, JUNE 14** at the start of class. You are further required to submit **TWO COPIES** of your letter – one to be submitted with your rubric for marking, and another clean copy to be put in an envelope to be read by a student next year. Since this will be read not only by your teacher but by a student, you’ll want to make sure to model the excellent spelling/grammatical skills that you’ve acquired this year – be sure to **PROOFREAD YOUR WORK** in order to correct these errors before printing and submitting.

The following rubric will be used to evaluate your work:

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| **CRITERIA** | **LEVEL R**  **(0-4 MARKS)** | **LEVEL 1**  **(5 MARKS)** | **LEVEL 2**  **(6 MARKS)** | **LEVEL 3**  **(7 MARKS)** | **LEVEL 4**  **(8-10 MARKS)** |
| Generate, gather, and organize ideas and information to write  for an intended purpose and audience | Letter is not submitted, is submitted but is partially complete, or is submitted and contains inappropriate advice for incoming Grade 9s | Content of letter is appropriate and provides somewhat unclear advice for incoming Grade 9s | Content of letter is appropriate and provides somewhat clear advice for incoming Grade 9s | Content of letter is appropriate and provides clear advice for incoming Grade 9s | Content of letter is highly appropriate and provides detailed and clear advice for incoming Grade 9s |
| Use editing, proofreading, and publishing skills and strategies, and knowledge of language conventions, to correct errors, refine expression, and present  their work effectively | Letter is not submitted, is submitted but is partially complete, or is submitted and contains many spelling or grammatical errors | Letter contains few of the formatting requirements of a proper letter and contains many spelling or grammatical errors | Letter contains most of the formatting requirements of a proper letter and contains several spelling or grammatical errors | Letter contains all of the formatting requirements of a proper letter and contains a few spelling or grammatical errors | Letter contains all of the formatting requirements of a proper letter and contains little to no spelling or grammatical errors |

**TOTAL: \_\_\_\_\_\_/20**